

Guidelines for use of Personal Protective Equipment (PPE) 4-3-2020

Guidelines for reusing PPE are for the assigned employee and not to be shared with others. It is each employee's responsibility to maintain and care for their mask each week.

Face Masks

As of April 3, 2020, CDC and DPH guidance indicates that all staff in direct care settings should be wearing a mask. Considering PPE shortages, employees may be advised to reuse traditionally disposable face masks.

Fitted N95 respirator masks should ONLY be used when staff are working with individuals who have tested positive for COVID-19 under the following circumstances:

- During treatment for an individual with a tracheotomy
- During treatment for an individual receiving suctioning (does not include toothbrushing with suction)
- During treatment for an individual using a nebulizer
- When in the room with an individual using a CPAP or BiPAP machine

In order to extend useable life, fitted N95 masks may be covered by a face shield or regular medical-grade mask and reused by employees until they no longer fit well (i.e., when eye goggles begin to fog, this indicates that the seal is no longer secure). Masks should be stored in a clearly labeled paper bag between uses.

Under all other circumstances, regular medical-grade masks should be used when available. Medical grade masks may be reused by the staff person for up to one week. Masks should be stored in a clearly labeled paper bag between uses.

If medical grade masks are not available, cloth masks, bandanas, or scarves may be used.

Gloves, Gowns, Eye Protection

Staff working with individuals who have tested positive for COVID-19 or are symptomatic and being tested for COVID-19 should use gloves, gowns, and eye protection in addition to the appropriate mask.

Exposure Protocol

Employees who have worked in close proximity (6 feet or less) and for a prolonged period of time (more than 15 minutes) with an individual diagnosed with COVID-19 can continue to work as long as the employee is asymptomatic. Employees should contact their healthcare provider and continue to wear a mask when working

Process to Request Personal Protective Equipment (PPE) from DDS

1. All Providers should request PPE supplies for shortage sites from other areas of their operation before requesting PPE supplies from DDS.
2. The link to the web form version, and the other versions will be posted to the DDS COVID-19 Provider page, with instructions for providers.
https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtzi0jZnob8UlpCjbyyDVIZkk5UMzdRMVdLQzIZQ1IHMDFTUzBIOVNEQzZGMCQIQCN0PWcu
3. Daily the email for Incident Command DDS.EOC@ct.gov will be monitored by Logistics team for any new submissions by 11am.
4. Daily a member of the Logistics team will review the shared forms location to retrieve requests in Excel format by 11am.
5. All requests will be assessed and compared to the results of the Provider PPE Survey.
 - a. If the Provider appears to have PPE surplus in other settings a representative of Logistics will contact the request submitter to inquire about the re-distribution of PPE to the shortage location from other areas of agency operations.
 - b. If the Provider no longer has surplus PPE in other areas of operation or does not have surplus the request will be reviewed in context of all requests and prioritized based on medical vulnerability.
 - i. Individuals diagnosis with COVID-19
 - ii. Individuals Exposed, pending testing results
 - iii. Individuals with respiratory issues
 - iv. Individuals with multiple medical condition
6. All approved requests will be assessed against DDS available inventory, and pending delivery of inventory.
7. Any approved request that can be fulfilled with available inventory will receive an email to notify the requestor of the decision.
8. Any approved request that cannot be fulfilled with available inventory will be Approved with conditions.
 - a. A reduced quantity of PPE supplies may be distributed
 - b. An alternative to the requested PPE may be recommended
 - c. A request to other Providers with surplus PPE may be considered

9. All assessment decisions will be communicated to the requester within 1 business day of receipt of request.